

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 14, 2007

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TITLE:	Rehabilitation Counselor
POSITION NO:	10080
LOCATION:	Disability Services Division, Bozeman
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 6
*STARTING SALARY:	\$32,484 - \$40,606 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 29, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application. Also, applicants having current CRC certification must provide documentation at the time of application.

This position requires regular day and/or overnight travel (10% to 40% of the time) throughout the year.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is located in Bozeman and provides professional rehabilitation counseling services in Gallatin and Madison Counties. This position provides professional counseling, guidance and case management of the vocational rehabilitation process including: eligibility, comprehensive needs assessment, individual written rehabilitation plan, placement, fiscal responsibility and comparable benefits considering the implications of the consumer's disability. The

incumbent will authorize, monitor, and approve expenditure of state and federal funds within assigned budgets.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of counseling techniques; career development; human behavior; labor market information; casework practices and principles; medical and psychological terminology; physical and psychological aspects of the disabled; employment limitations and trends; community resources; social and economical problems; planning, organization, and administrative techniques; federal and state rehabilitation laws; public relations; and fiscal budgeting.

Skills: Skill in written and verbal communications; professional counseling and guidance; interviewing techniques; budget management; administration and interpretation of vocational assessment tools; rehabilitation coordination; and medical psychological aspects of individuals with disabilities. Experience with Excel, Word, Power Point, Outlook, and People Soft is preferred.

Abilities: Ability to apply basic principles of rehabilitation to exercise professional judgment in evaluations and decision-making; communicate effectively, both verbally and in writing; interpret medical and psychological information in relation to vocational implications and make professional decisions based on this information; work independently; apply innovative techniques to rehabilitation program; and establish and maintain effective working relationships with clients, families, co-workers and other professionals.

EDUCATION/EXPERIENCE REQUIRED: The person in this position is preferred to have a Master's degree in Rehabilitation Counseling or be qualified to sit for certification as a Rehabilitation Counselor through the Commission on Rehabilitation Counseling Certification (CRCC). A person who has a Master's or Bachelor's degree in a closely related field may be considered if he/she can attain the education and qualifications to sit for the CRCC exam in a reasonable amount of time. Experience as a Rehabilitation Counselor is preferred, but experience in related fields such as Mental Health organizations, independent living, community rehabilitation, social worker or related programs would be helpful. Experience both in employment and as a volunteer will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Documentation of current CRC certification, if applicable;
5. Resume; and
6. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered

a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Rehabilitation Counselor
Position: #10080
Location: Disability Services Division, Bozeman

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your experience working with people with disabilities in positions as an employee or intern in a state/federal vocational rehabilitation program, community rehabilitation program, independent living center; as a rehabilitation counselor in the private sector; or other professional human services experience. Please be specific about dates and lengths of time with each experience, and tasks performed.